

PERSONNEL ANALYST (102-06)

SALARY: \$47,070.40 - \$66,518.40 annually, plus liberal fringe benefits

Management Category IV

THE POSITION

This is professional work of more than average difficulty in the conduct of the City's personnel program.

An employee in this class serves as a personnel representative to assigned departments, conducting such activities as recruitment and assessment, position classification studies, reviewing and making recommendations on employee disciplinary actions and grievances. Incumbents consult with and advise departmental officials and employees on the City's personnel program, its rules, regulations and procedures. Employees in this class participate in the development and administration of specialized personnel programs, conduct surveys and studies and assist in developing personnel standards, procedures, forms and regulations. Employees work under the general direction of a supervisor and must exercise considerable initiative and independent judgment. Work is reviewed by an assigned supervisor through conferences with the employee, observation of work while in progress, reports, and through evaluation of results obtained.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Be a regular or probationary City employee serving in a current permanent appointment in any class in pay range M26 or lower, as of the closing date of this announcement.
2. Possess a Bachelor's degree from an accredited college or university with a major in personnel administration, business or public administration, or other field related to personnel management.
3. Have at least two (2) years of work experience in recruitment, assessment and selection of employees; writing of position descriptions and classification of positions; preferably including experience in employee relations; the research and development of personnel policies and procedures; and wage, salary and benefits administration. Additional qualifying experience may be substituted on a year-for-year basis for the required education.

NOTE: Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida, **up to 4:00 p.m. Tuesday, February 14, 2006.**

PLM: 02/01/06:Ann#89-102-06
Medical Group III

PERSONNEL ANALYST